



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: September 30, 2016

☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Posting No.: 310-16

☐ Interested individuals who meet the stated requirements

TITLE: Accountant 2 **SALARY:** \$51,529.95 - \$72,953.46

LOCATIONS: New Jersey State Prison, Business Office – Trenton, NJ

JOB DESCRIPTION: Under direction of an Accountant 1 or other supervisory officer, takes the lead in (1) a group of Accountants of lower grades engaged in professional accounting work, or (2) independently handles accounting programs; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree, including or supplemented by *twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).

NOTE: Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

EXPERIENCE: Two (2) years of professional accounting or auditing experience.

NOTE: Applicants who have successfully completed the required *21 semester credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 17, 2016.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov